COMMERCE PURCHASE CARD SYSTEM

Training Manual

CAMS

A System For Now
And The Future

NOAA Specific Commerce Purchase Card System

Training Program
for Procurement and Bank Card Center Officials

COMMERCE PURCHASE CARD SYSTEM

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I.

Course Objectives

☐ View Purchase Card Order Log

☐ Execute Queries

☐ Proper Maintenance for Approving Official and Cardholder Modification, Updates, and Additions

☐ View Selected Transactions

☐ View Disputed Transactions

☐ Update Dispute Codes and Single Purchase Codes

☐ Report Printing

II. Overview of CPCS

As Purchase Card usage increases and the purchase limits increase, NOAA is faced with a challenge to improve the method of processing purchase card purchases. To meet this challenge, the Commerce Purchase Card System (CPCS) has been developed. This system effectively reconciles and controls purchase card purchases and improves the recording of financial, procurement, and property information.

2.1 Benefits of the Commerce Purchase Card System (CPCS)

The benefits that come with the Commerce Purchase Card System include a more accurate and prompt recording of Bankcard financial transactions. Replacing labor-intensive manual processes with automated processes that support improved business practices. It accommodates real-time funds control and reporting with integration into CFS. It also has the ability to receive Bankcard transaction data, weekly, in order for NOAA to earn rebates. It has the ability to receive and incorporate electronic Bankcard statements, thus eliminating paper-based processing and reporting.

It provides a multi-user environment, by using the Intranet, which allows multiple users to access data at the same time. It provides user-defined automated approval routing, alternate approval routing for Bankcard transactions, special approvals for such things as personal property and training, and electronic notification of approvals that are waiting. It also has the ability for cardholders to electronically match and certify purchases.

CPCS includes an automated process for resolution of improperly billed items. The CPCS will provide the ability for Procurement, Property, Finance, and auditors to review Bankcard purchases to ensure that items purchased are authorized, orders are not split to bypass single purchase limits, and that prices are competitive. It provides the ability to statistically sample any and all Bankcard transactions/purchases and select a representative sample of Bankcard sales drafts and other receipt documents for post payment examination. The CPCS has the capability to distribute a transaction to multiple accounting classification codes. Also, adjustments can be made to obligated transactions that have been previously recorded.

III. Procurement User and Commerce Bankcard Center Roles

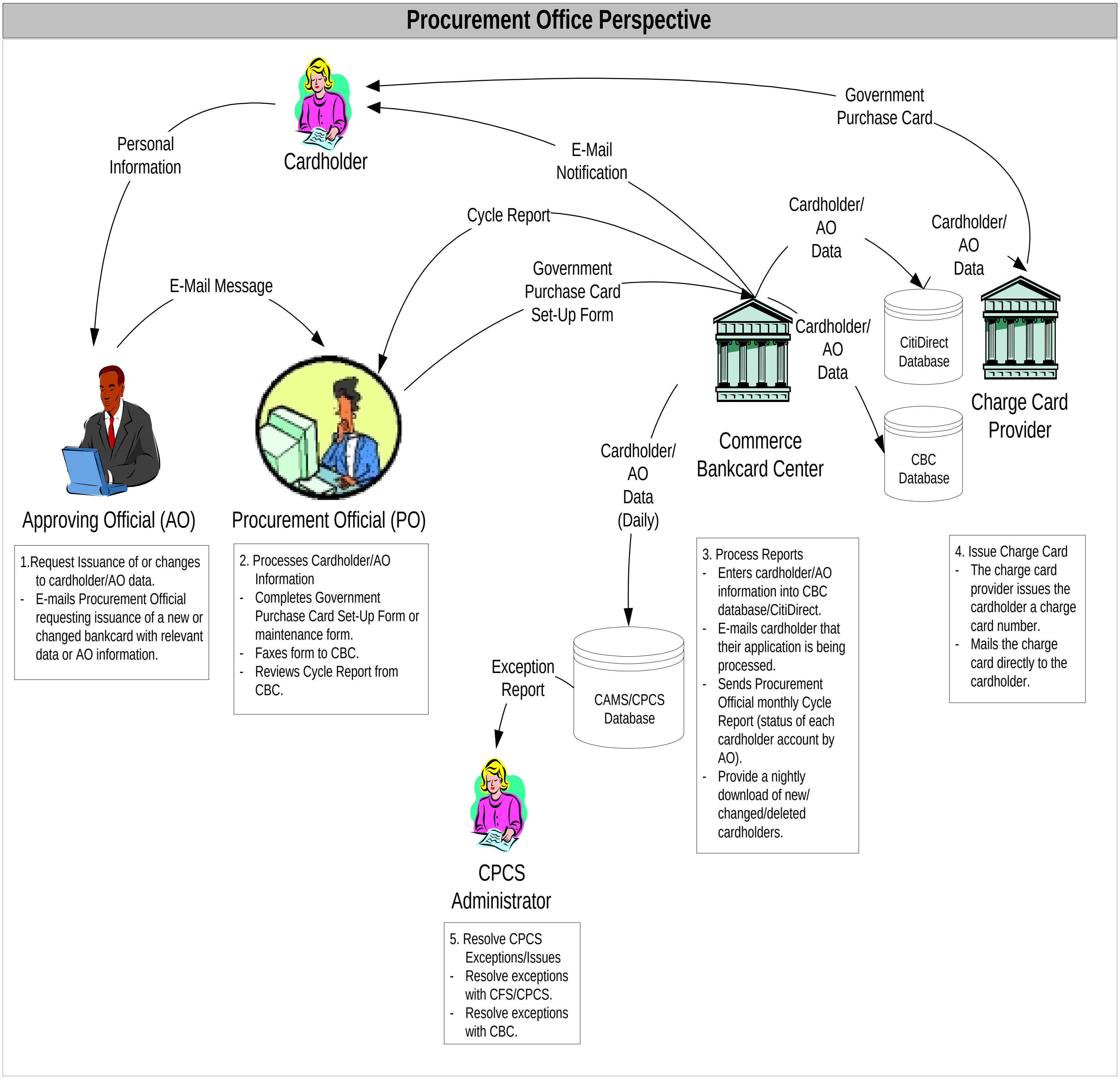
3.1 Procurement Users are responsible for:

- Processing Cardholder and Approving Official Information.
- Completing Government Purchase Card set-up form or maintenance form.
- Making temporary changes to purchase limits and merchant transaction activity codes in CPCS.
- Faxing Forms to CBC.
- Reviewing Cycle Reports from CBC.

3.2 Commerce Bankcard Center responsibilities are:

- Providing support for the operation and administration of the Department of Commerce Purchase Card Program.
- Processing purchase card applications, maintenance, cancellations, and respond to administrative questions.
- Distributing training program materials, information, and forms to Cardholders and Approving Officials.
- Monitoring “Questioned Items” and providing support throughout the disputes process.
- Providing a variety of month-end management reports.
- Operating a “Hotline” to support Cardholders.

3.3 Procurement Office Perspective


Procurement Office Perspective
Cardholder
Personal Information
E-Mail Notification
Government Purchase Card
Cycle Report
Cardholder/ AO Data
Cardholder/ AO Data
E-Mail Message
Government Purchase Card Set-Up Form
Cardholder/ AO Data
CitiDirect Database
Charge Card Provider
Approving Official (AO)
Procurement Official (PO)
Cardholder/ AO Data (Daily)
Commerce Bankcard Center
CBC Database
Exception Report
CAMS/CPCS Database
CPCS Administrator

1.Request Issuance of or changes to cardholder/AO data.
- E-mails Procurement Official requesting issuance of a new or changed bankcard with relevant data or AO information.

2. Processes Cardholder/AO Information
- Completes Government Purchase Card Set-Up Form or maintenance form.
- Faxes form to CBC.
- Reviews Cycle Report from CBC.

3. Process Reports
- Enters cardholder/AO information into CBC database/CitiDirect.
- E-mails cardholder that their application is being processed.
- Sends Procurement Official monthly Cycle Report (status of each cardholder account by AO).
- Provide a nightly download of new/ changed/deleted cardholders.

4. Issue Charge Card
- The charge card provider issues the cardholder a charge card number.
- Mails the charge card directly to the cardholder.

5. Resolve CPCS Exceptions/Issues
- Resolve exceptions with CFS/CPCS.
- Resolve exceptions with CBC.

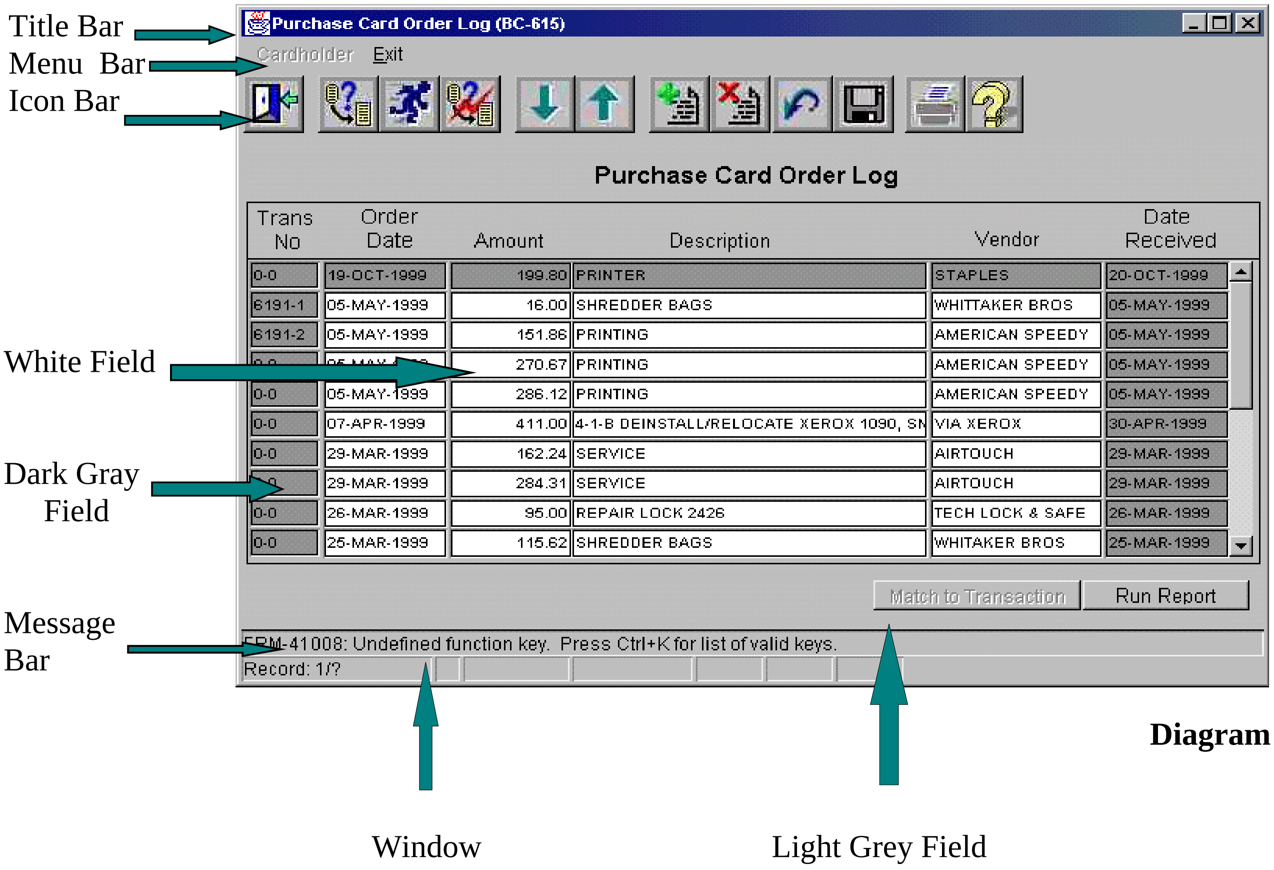
IV. Conventions Used in the Commerce Purchase Card System

Before getting started, it is important to understand the conventions used in CPCS with regard to the window elements and layouts. This knowledge will help the user move freely and smoothly throughout the system.

The system is built on a graphical user interface (GUI) which provides full point-and-click capability. The GUI system provides ease of use. Instead of tabbing passed every screen, GUI functionality allows the user to select certain fields.

CPCS incorporates a number of drop down menu bars to facilitate movement and the selection of documents:

- To display a drop down menu, click on the desired selection on the menu bar.
- When a document window is accessed, a new window is displayed. The name of the window appears at the top.
- Each window has a menu bar located at the top. The menu bar is a horizontal strip of icons and each icon has a graphic image and "hint" balloon (narrative description) that summarizes its functionality if that icon is available for use at that particular junction.



Purchase Card Order Log

Trans No	Order Date	Amount	Description	Vendor	Date Received
0-0	19-OCT-1999	199.80	PRINTER	STAPLES	20-OCT-1999
6191-1	05-MAY-1999	16.00	SHREDDER BAGS	WHITTAKER BROS	05-MAY-1999
6191-2	05-MAY-1999	151.86	PRINTING	AMERICAN SPEEDY	05-MAY-1999
0-0	05-MAY-1999	270.67	PRINTING	AMERICAN SPEEDY	05-MAY-1999
0-0	05-MAY-1999	286.12	PRINTING	AMERICAN SPEEDY	05-MAY-1999
0-0	07-APR-1999	411.00	4-1-B DEINSTALL/RELOCATE XEROX 1090, SN	VIA XEROX	30-APR-1999
0-0	29-MAR-1999	162.24	SERVICE	AIRTOUCH	29-MAR-1999
0-0	29-MAR-1999	284.31	SERVICE	AIRTOUCH	29-MAR-1999
0-0	26-MAR-1999	95.00	REPAIR LOCK 2426	TECH LOCK & SAFE	26-MAR-1999
0-0	25-MAR-1999	115.62	SHREDDER BAGS	WHITAKER BROS	25-MAR-1999

FRM-41008: Undefined function key. Press Ctrl+K for list of valid keys.

Record: 1/?

Diagram 1

4.1 Common Window Elements

WINDOW – A "fill-in-the blanks" arrangement that facilitates data insert, update, delete and/or query of the database.

PAGE – The portion of a window that is seen on the monitor at any one time. A window can consist of one or more pages.

TITLE BAR – The bar along the immediate top of the window. Three buttons displayed in the top right hand corner, allow the user to maximize, minimize, or close the active window.

MENU BAR - The bar along the top of the window, above the icon bar. The menu bar provides various drop down menus to use while moving throughout the program.

ICON BAR – The bar under the menu bar, which displays the icons currently available to the user. For more information regarding the tool bar and the icons, refer to icon listing shown on page 11 and 12.

TABLE – A logical grouping of related records, e.g., transactions or orders. A table is arranged like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field. *(See Field and Record).* Tables cannot be seen by users. They serve as a means to store information in the database.

RECORD – A single line item within a transaction.

CURSOR MOVEMENT – Cursor movement through a window is always left to right or top to bottom.

The example on page 9 shows a Window, Menu Bar, Tool Bar (Icons), and fields which all belong to a window:

FIELD – A column in a database table. A field is displayed as a highlighted area on the window that can either contain an existing value from the database or accept a new value. The fields vary in colors and below is a general description.

- **White** fields indicate mandatory fields. A user will not be able to send, approve, or activate data unless these fields are filled.
- **Light Grey** (i.e. the same color as the window background) indicate fields that are not accessible by the user; most of these fields are self-populating.
- **Dark Grey** fields indicate optional fields. Data may be entered, but it is not required.

WINDOW NAME/OPTION CODE – The name of the window will appear with the option code as follows: Purchase Card Order Log (BC-615). The option code in the upper left hand corner of

the window is alphanumeric.
CHECK-BOX – A box allows the user to select a specific option by "checking it", or view that an option has been chosen. This is normally indicated by either an "**x**" or a "✓".

PUSHBUTTONS – The buttons available within a window, usually located at the bottom of the screen. In order to access a button, a user must click on it. If a button is shaded, it is not active for the current window. Some examples buttons are: OK, Run Report, Note, ACCS, Cancel, Prev, and Forward.

SYSTEM MESSAGE – System messages appear in the lower left hand corner of the window in the message bar. It will display what action the computer is taking (ie working, printing, querying), as well as what may be available in a certain window or field. Some of the messages include: "Working…"; "Field is protected against updates"; "Enter the …"; "(A List is Available)"; and "Unable to perform query". The system message will always include a count of how many records were received. In a query, this will be displayed directly below the current system message as shown in diagram 1. For more information regarding this, refer to the description of COUNT below.

COUNT – Count always appears in the lower left hand corner of the window and indicates the number of complete records displayed on the window.

DATE FIELDS – All date fields use the default format of 'DD-MON-YYYY', e.g., '12-JUN-1999'.

SCROLL BAR - The bar which allows movement between records. Clicking on the down or up arrows allows the user to scroll through records.

POP-UPS – Pop-up windows are used to include additional information within a record. A pop-up window can be an entire window or a small window depending upon the information recorded/displayed.

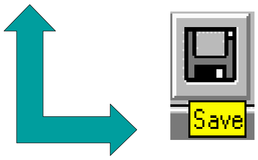
LIST OF VALUES - A pop-up table that contains a List of Values for the selected field. It is often denoted as LOV.

4.2 Operator Functions

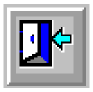
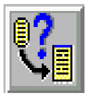
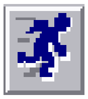
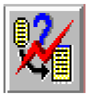
Operator functions are the specific actions that can be performed within CPCS. The operator functions are available as icons located on a toolbar directly below the menu bar. The toolbar on the window document is a horizontal strip of icons located at the top of the window.

Each icon is a small graphic image that represents an application (functionality), command, or tool. A “hint balloon” is associated with each icon. The " hint balloon" displays the functionality of the icon. The icon’s "hint balloon" is displayed by positioning the cursor on an icon and pausing.

The following is an example of a "hint balloon" for the Save icon:



The following is a table illustrating the Icons and their functions.

Icon	Name	Description
	**EXIT**	This icon is available throughout CPCS and allows the user to leave the current window, document and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	**ENTER QUERY**	This icon clears any existing records or data from the window and prompts the user for query information.
	**EXECUTE QUERY**	Once query information is entered, clicking this button will execute the query. The system will return all records that match the query criteria. Use the Up and Down Arrows in the tool bar or the Up and Down arrows on the keyboard to scroll through the records returned by the query. If this button is entered without entering any query data, all records will be retrieved.
	**CANCEL QUERY**	This button cancels query mode and returns the system to edit mode.

Icon	Name	Description
↑	**UP ARROW**	This button allows the user to scroll (up) through a list of records. This button will become disabled once the first record is reached.
↓	**DOWN ARROW**	This button allows the user to scroll (down) through a list of records. This button is disabled once the last record is reached.
+	**CREATE RECORD**	This button allows the user to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field.
✗	**DELETE RECORD**	In a limited number of instances, this button can be used to delete a record or a line item.
💾	**SAVE**	The Save button can be used in many circumstances to save (commit) a complete or partial record to the database.
🖨	**PRINT**	The Print button is designed to print a report related to the data appearing on the current active window. **Note:** In some instances, selecting the print icon does not automatically print the report.
?	**HELP**	This button provides on-line documentation for each field. To access the information for a particular field, place the cursor in that field and click the Help button. The Help information is designed to facilitate accurate data entry in each field.

Table 1

The following is a list of keys and mouse functions to navigate throughout CPCS.

4.3 Navigation Capabilities

The GUI make-up of this system minimizes the number of keys and keystrokes. It allows for increased use of the mouse as well as the ability to use window buttons, icons, and menu options.

Tab – Allows movement from field to field.

Enter –Allows movement from field to field and accept a value or term entered into a field.

4.4 Mouse Functions

The mouse allows a user to highlight, select, scroll, and access lists and pop-up windows. It also allows movement around the menu bar, selecting different windows, options and exit. There are two types of clicks associated with the mouse. Both types are listed below.

Click – A single click of the left mouse button allows a user to select a menu option within the drop down menu. A single click will also allow access to buttons in the window as well as accept system responses such as "OK" and "Cancel".

Double-click – A double-click of the left mouse button allows a user to access a list in a field.

4.5 Query Procedures

There are several ways to execute on-line queries in CPCS:

Step	Action
General Query	• Click on the Execute Query icon. The system will respond: 'Working….' The result of the query will then appear. • **Note**: Executing a general query will retrieve all records from the database for the particular window.
Specific Query	• Click the Enter Query icon. The system will respond: 'Enter a query. Press F8 to execute, Ctrl+q to cancel.' • Type a value for any valid field(s). • Click on the Execute Query icon. The system will respond: 'Working….' The result of the query will then appear. • Use the Scroll Bar to list the results of the query
Cancel Query	• Click on the Cancel Query icon at anytime to cancel the query.

Note: Queries are case sensitive. Most queries should be in Upper Case. A few exceptions do exist in the system where lower case is available.

V. Getting Started

There are two ways to access the CPCS application. One is via the Web and the other is Client-Server. Listed below are procedures for both Web login and Client-Server login, follow the procedures which apply to you. Most users will access CPCS using the web. If unsure as to which login method applies to you, contact the Functional Expert at your servicing ASC Finance Office or if you are in the Washington, DC Metro Area, contact the CAMS Help Desk.

CAMS Web Login (Preferred Access Approach)

STEP	ACTION
1.	Select the following: Double click on the <**NETSCAPE COMMUNICATOR**> type in **http:// noaabc1.rdc.noaa.gov:2000/** in the LOCATION field for the CAMS Production Instance. The CAMS Warning page appears.
2.	Click on the <**Enter CAMS**> button. The CAMS Web Page appears.
2.	Click on the <**CPCS**> button.
3.	Type in the user name in the **USER NAME** field.
4.	Type in the password in the **PASSWORD** field. Click the **“OK”** button. The Commerce Purchase Card System main window appears.

CAMS Client Server Login (Alternate Access Approach)

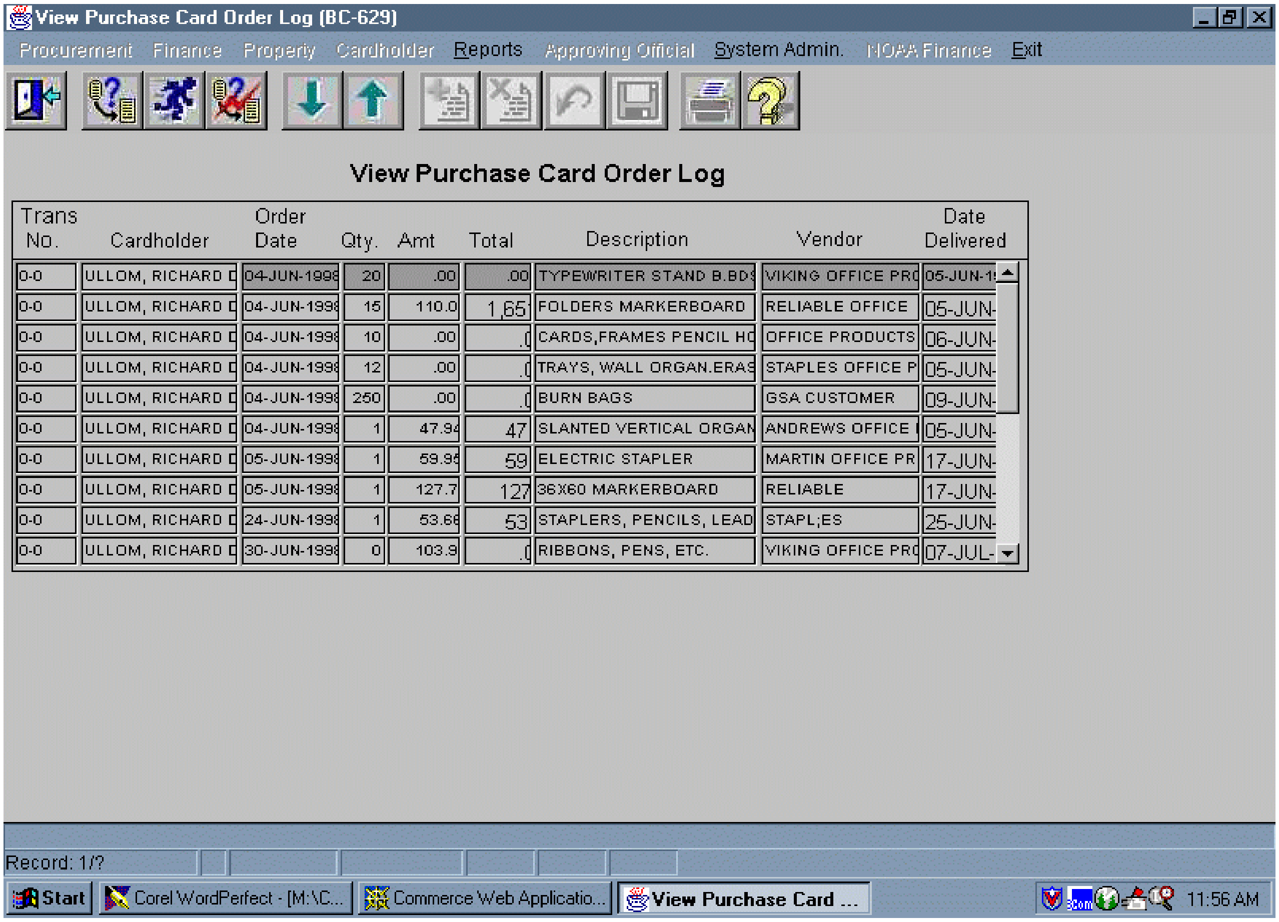
STEP	ACTION
1.	Double click on the <CAMS> icon on your Main Menu window (if you don’t have a <CAMS> icon, you need to get one installed.) The Commerce Administrative Management System Warning window appears.
2.	Click on <ENTER CAMS> button. The CAMS production instance window appears.
3.	Type in the CAMS production user name in the USER NAME field.
4.	Type in the CAMS production password in the PASSWORD field.
5.	Click on the <Bandcard (CPCS)> button. The Commerce Purchase Card System main window appears.

VI. View Purchase Card Order Log

6.1 Introduction Use this procedure to view information related to purchase card orders.

6.2 Who uses the procedure Users are Procurement Officials and CBC

6.3 Windows used in View Purchase The window used in this procedure is:
-*View Purchase Card Order Log* (BC 629)


View Purchase Card Order Log (BC-629)
Procurement
Finance
Property
Cardholder
Reports
Approving Official
System Admin.
NOAA Finance
Exit
Record: 1/?
Start
Corel WordPerfect - [M:\C...
Commerce Web Applicatio...
View Purchase Card ...
11:56 AM

View Purchase Card Order Log

Trans No.	Cardholder	Order Date	Qty.	Amt	Total	Description	Vendor	Date Delivered
0-0	ULLOM, RICHARD D	04-JUN-1998	20	.00	.00	TYPEWRITER STAND B.BDS	VIKING OFFICE PRO	05-JUN-19
0-0	ULLOM, RICHARD D	04-JUN-1998	15	110.0	1,65	FOLDERS MARKERBOARD	RELIABLE OFFICE	05-JUN-
0-0	ULLOM, RICHARD D	04-JUN-1998	10	.00	.0	CARDS,FRAMES PENCIL HO	OFFICE PRODUCTS	06-JUN-
0-0	ULLOM, RICHARD D	04-JUN-1998	12	.00	.0	TRAYS, WALL ORGAN.ERAS	STAPLES OFFICE P	05-JUN-
0-0	ULLOM, RICHARD D	04-JUN-1998	250	.00	.0	BURN BAGS	GSA CUSTOMER	09-JUN-
0-0	ULLOM, RICHARD D	04-JUN-1998	1	47.94	47	SLANTED VERTICAL ORGAN	ANDREWS OFFICE	05-JUN-
0-0	ULLOM, RICHARD D	05-JUN-1998	1	59.95	59	ELECTRIC STAPLER	MARTIN OFFICE PR	17-JUN-
0-0	ULLOM, RICHARD D	05-JUN-1998	1	127.7	127	36X60 MARKERBOARD	RELIABLE	17-JUN-
0-0	ULLOM, RICHARD D	24-JUN-1998	1	53.66	53	STAPLERS, PENCILS, LEAD	STAPL;ES	25-JUN-
0-0	ULLOM, RICHARD D	30-JUN-1998	0	103.9	.0	RIBBONS, PENS, ETC.	VIKING OFFICE PRO	07-JUL-

6.4 View Purchase Card Order Log Process

Step	ACTION
1.	Click on **Procurement** from the Main Menu. A drop-down box appears. Click on **View Purchase Card Order Log** from the drop-down box. The 'View Purchase Card Order Log (BC 629)' window opens.
2.	Click on the <Enter Query> icon in the tool bar. If no criteria is entered and the <Run Execute> Icon is clicked, the system will display all of the Cardholder's transactions. **Note**: Refer to the Getting Started Section for a review on using the query functions.
3.	Click on a field used for the query and enter the criteria. For the same query, you may add additional criteria in other fields. Select one or more of the following fields to query on: Transaction #, Cardholder (name), Order Date, Amount, Description, Vendor, or Date Delivered
4.	Click on the <Execute Query> icon to start the query. If information is available, an order or group of orders appears in the window.
5.	Once the order log is populated with information, you may scroll through the transaction using the up and down arrow. **Note**: This is a "View Only" window.
6.	Click on the <Exit> icon to return to the Main Menu.

VII. Viewing Transactions

7.1 Introduction

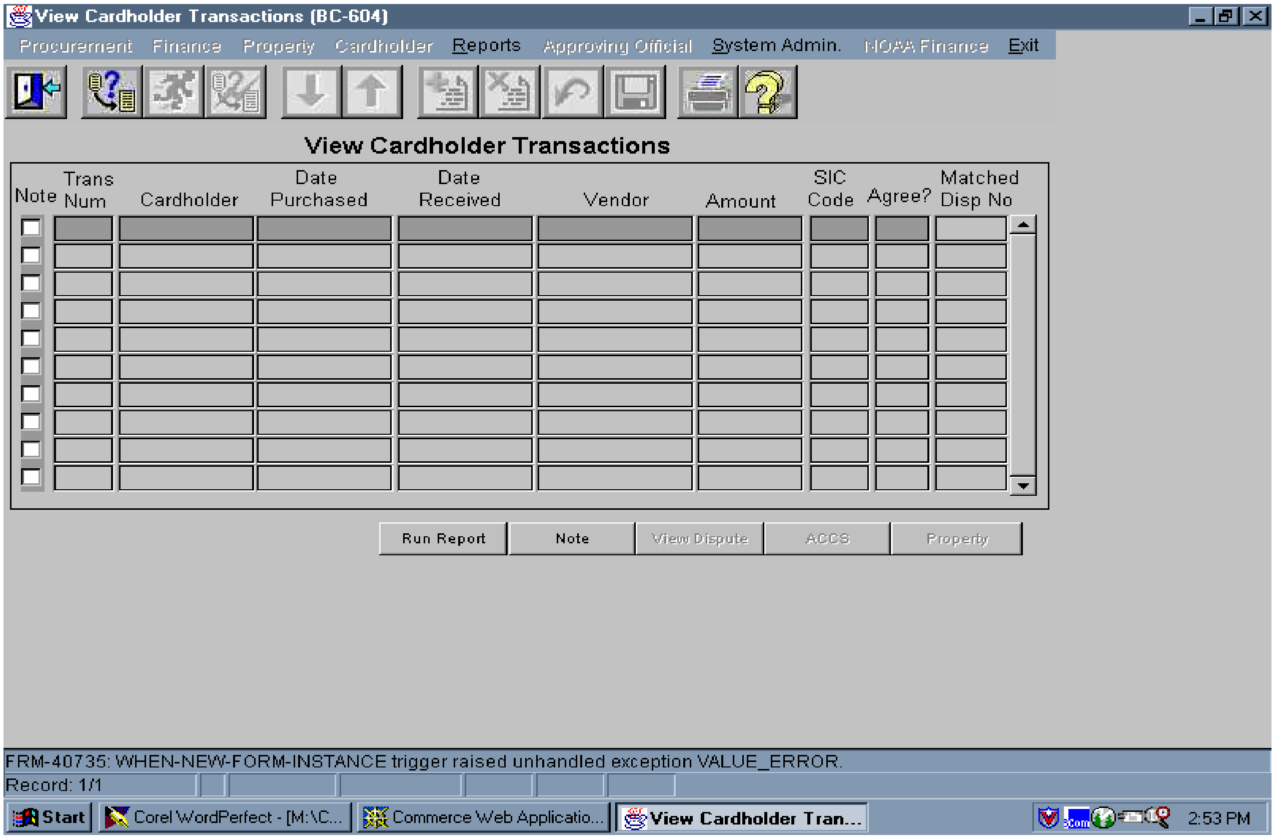
This procedure describes how to query for a transaction or a group of transactions.

7.2 Who Uses the Procedure

Users are Procurement and CBC

7.3 Windows used in Viewing a Transaction

The windows used in this procedure are:
-*View Cardholder Transaction* (BC 604)
-*Query_Criteria* (BC604)
-*Review Notes* (BC 623)
-*Window_707 Report Screen*


View Cardholder Transactions (BC-604)
Procurement
Finance
Property
Cardholder
Reports
Approving Official
System Admin.
NOAA Finance
Exit
View Cardholder Transactions
Note
Trans Num
Cardholder
Date Purchased
Date Received
Vendor
Amount
SIC Code
Agree?
Matched Disp No
Run Report
Note
View Dispute
ACCS
Property
Start
Corel WordPerfect - [M:\C...
Commerce Web Applicatio...
View Cardholder Tran...
2:53 PM

FRM-40735: WHEN-NEW-FORM-INSTANCE trigger raised unhandled exception VALUE_ERROR.

Record: 1/1

7.4 View Transactions Process

STEP	ACTION
1.	Click on **Procurement** from the Main Menu. A drop-down box appears. Click on **View Transactions**. The 'Define Query Criteria (BC 604)' window appears. If no criteria is entered and the "OK" button is clicked, the system will display all of the Cardholder's transactions.
2.	Select one or more of the following fields to query on: * *TRANSACTION #* * *CARDHOLDER (NAME)* * *DATE PURCHASED* * *DATE RECEIVED* * *VENDOR* * *AMOUNT* * *SIC CODE* * *AGREE? (BOX)* * *ATTACHMENTS (BOX)*
3.	Query the *TRANSACTION #* range field by clicking on the first *FROM* box and typing the Statement Number, then clicking on the second *FROM* box and typing in the Item Number. Next click on the first *TO* box and type the Statement Number, then click on the second *TO* box and type in the Item Number, e.g., *FROM* 997-1 *TO* 997-5. **NOTE:** The Transaction Number includes the Statement Number plus the Item Number. The lower Transaction Number must be entered first.
4.	Query the *CARDHOLDER FROM* field by entering the cardholder’s name, e.g., %SMITH when searching for BLACKSMITH. **NOTE:** Wildcards, “%” and “_”, can be used. The “%” wildcard placed before the entered value, e.g., %taples, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both Staples and Potaples being displayed.. The “%” wildcard can also be used after the entered value. An underscore, “_” matches exactly one character; e.g., searching on t_p can result in top and tap being displayed.

STEP	ACTION
4.	**Continued from page 19** **NOTE:** The *CARDHOLDER FROM* field is used only by Approvers, Procurement staff, and others who have the authority to view transactions created by many cardholders. In such cases, the alphabetically lower name should be entered in the *CARDHOLDER FROM* field and the alphabetically higher name in the *CARDHOLDER TO* field.
5.	Query the *DATE PURCHASED* range field by clicking on the *FROM* box and typing in the earliest date in the query range. Next click on the *TO* box and type the latest date in the query range, e.g., *FROM:* 03-JAN-2000 *TO*: 03-FEB-2000.
6.	Query the *DATE RECEIVED* range field by clicking on the *FROM* box and typing in the earliest date in the query range. Next click on the *TO* box and type the latest date in the query range, e.g., *FROM:* 03-FEB-2000 *TO*: 03-MAR-2000.
7.	Query the *VENDOR* field by entering the vendor’s name. **NOTE:** Wildcards can be used in this field, too.
8.	Query the *AMOUNT* field by clicking on the *FROM* box and typing in the lowest amount in the query range. Next click on the *TO* box and type the highest amount in the query range, e.g., *FROM:* $35.00 *TO*: $200.00.
9.	Query the *SIC* field by clicking on the *FROM* box and typing in the lowest SIC number in the query range. Next click on the *TO* box and type the highest SIC number in the query range.
10.	Query the *AGREE?* field and select one or more transaction types, e.g., Not Reconciled, Reconciled, Disputed and Swept.
11.	Query the *ATTACHMENTS* field and select one or both transaction type(s); e.g., Notes and Property.
12.	Click on the “OK” button to view the transactions which satisfy the criteria. The ‘View Cardholder Transaction (BC-604)’ window appears with the selected transactions. This is a read-only window.

STEP	ACTION
13.	Click on the transaction to be viewed and then click on the appropriate button to view different aspects of the Cardholder transaction. • Click on the “Run Report” button to run reports. • Click on the “Notes” button to add a note. The ‘Review All Notes (BC-623)’ window appears. • Click on the “View Disputes” button to view the reasons for the dispute. The ‘Questioned Items (BC-605)’ window appears. • Click on the “ACCS” button to view ACCS information. The ‘ACCS (BC-606)’ window appears. • Click on the “Property” button to view accountable property information. The ‘Accountable Property (BC-626)’ window appears.
14.	Click on the <Exit> icon to return to the Main Menu.

VIII. Maintenance

8.1 Introduction

Use this procedure to maintain, add, modify, and create information pertinent to the functions of the Cardholder and the Approving Official.

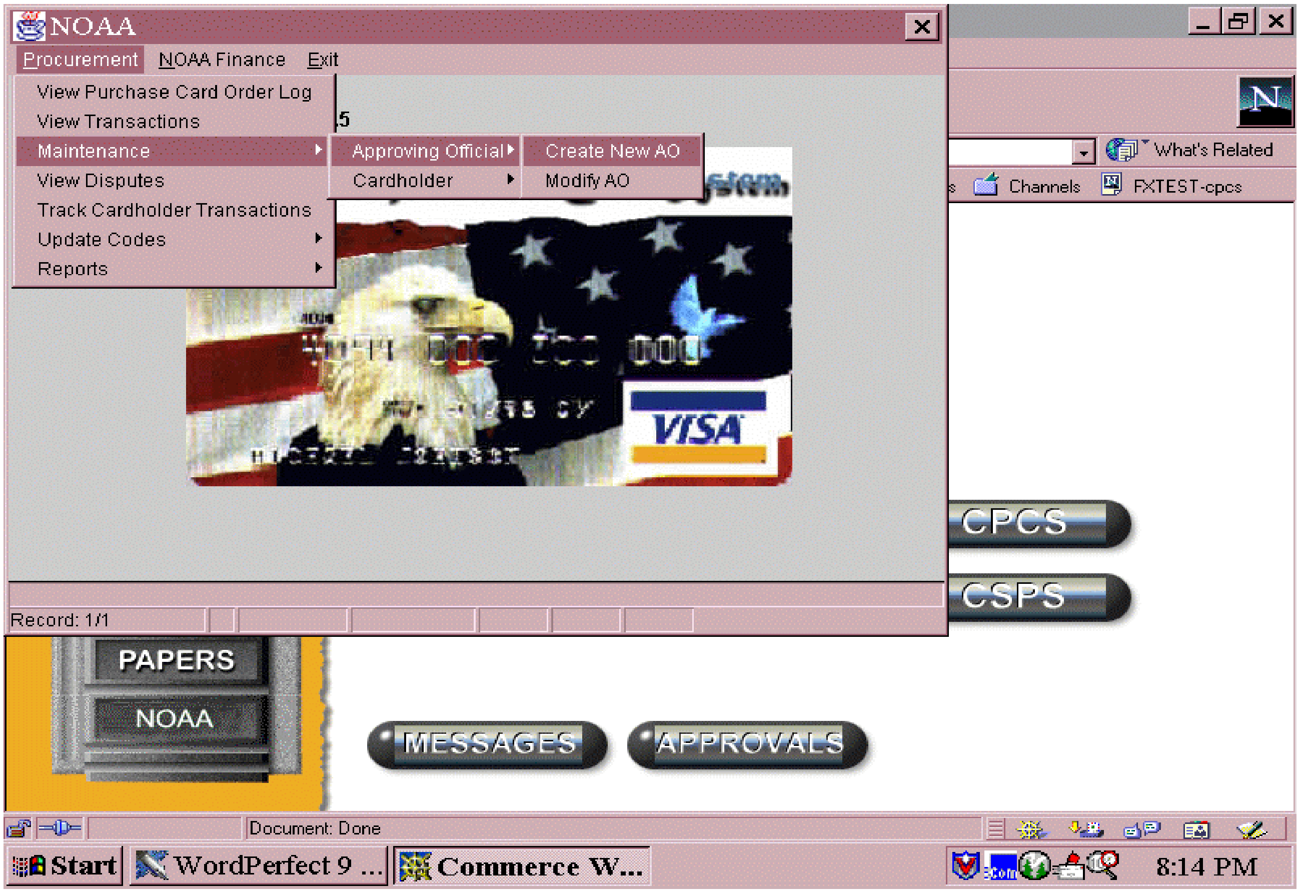
8.2 Who uses the Procedure

Users are Procument Officials.

8.3. Windows used in Maintenance

The windows used in this procedure are:
-*Approving Official Set-up* (*BC 602*)
-Approval Official Listing (BC 603)
-Cardholder Set-up (BC 600)
- Cardholder Listing (BC 601)
-Approve Cardholder Request (BC 609)
-Notes (BC 623)

8.4 Maintenance Process Screen

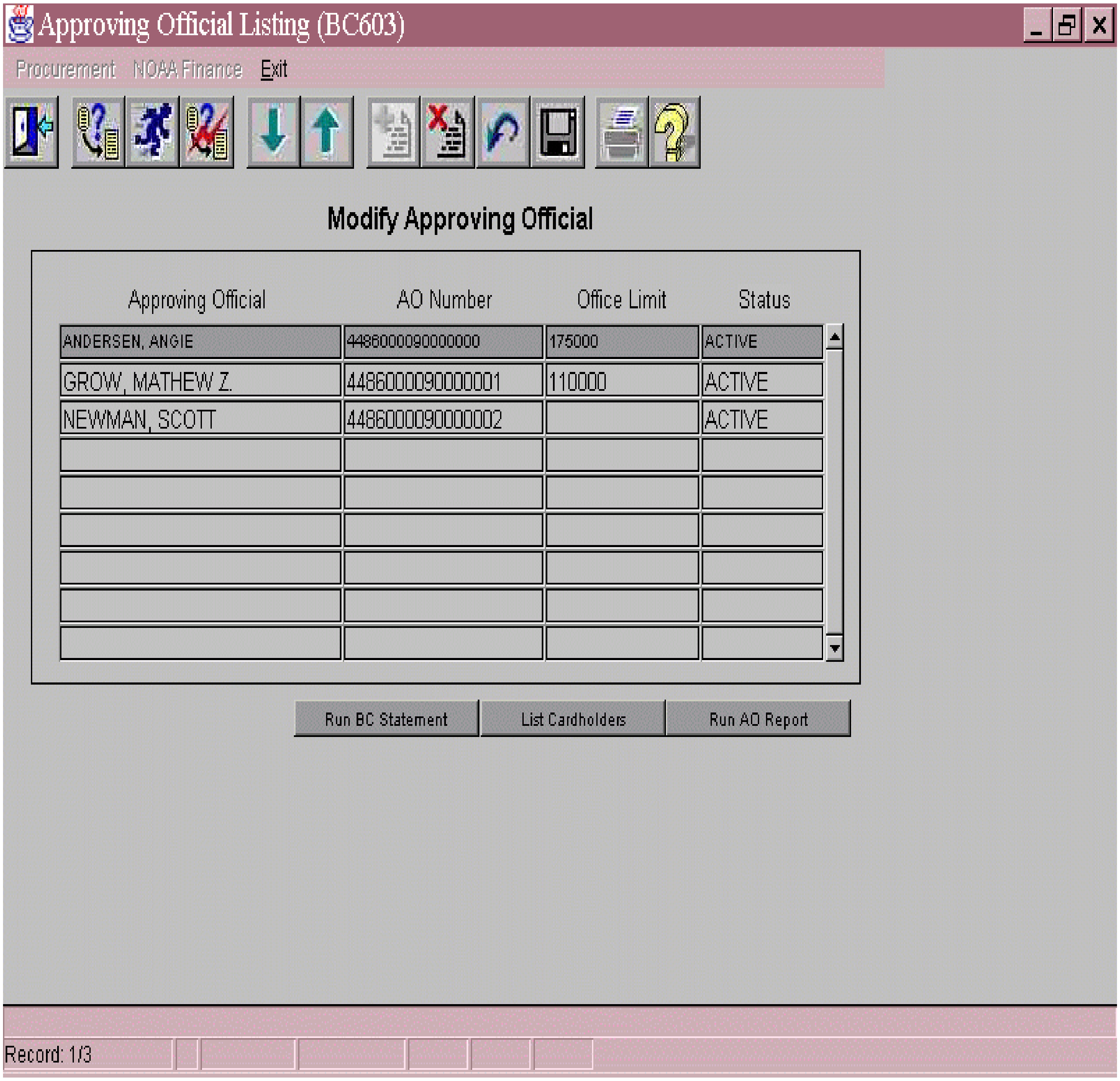

NOAA
Procurement
NOAA Finance
Exit
View Purchase Card Order Log
View Transactions
Maintenance
View Disputes
Track Cardholder Transactions
Update Codes
Reports
Approving Official
Cardholder
Create New AO
Modify AO
What's Related
Channels
FXTEST-cpcs
VISA
Record: 1/1
CPCS
CSPS
PAPERS
NOAA
MESSAGES
APPROVALS
Document: Done
Start
WordPerfect 9 ...
Commerce W...
8:14 PM

8.4.1 Creating New Approving Official

STEP	ACTION
1.	Click on **Procurement** from the Main Menu. A drop-down box appears. Click on **Maintenance/Approving Official/ Create New AO.** The '*Approving Official Set-up (BC 602)*' window appears.
2.	Double click on the *Approving Official* name field to display the pick list. **Note**: These names are read by CPCS from CFS.
3.	Select employee from *Approving Official* pick list and click "OK." The '*Approving Official* set-up (BC602)' window displays Approving Official name, and Dept/Agency Office name. The Approving Official is assigned a temporary Approving Official number. **Note**:CPCS displays values for organization **Levels 1-4** as follows: **Level 1**= 01300, the code for DOC **Level 2**= the agency code **Level 3**= a value based on the Finance Office that the Cardholder belongs to **Level 4**= the Approving Official's number **Levels 1** and **2** are automatically populated based upon the Approving Official's bureau code in the employee_control tables.
4.	Double click to bring up a list of values for **Level 3** code.
5.	Click in the '*AO Override'* if you want this Approving Official to be able to reconcile for their Cardholders.
6.	A pop-up screen will appear displaying the message, "Do you want to save the changes you have made?" Click on the "YES" button.
7.	Another message will be displayed: "FRM-40400:Transaction complete: 1 record applied and saved." Click on the "OK" button. CBC will assign permanent Approving Official number.
8.	Click on the <Exit> icon and the Main Menu appears.
9.	CBC sends a monthly Cycle Report each month to the Procurement Office, which shows a snapshot of the status of each Cardholder's account by Approving Official. The Procurement Official manually reconciles the Cycle Report to CPCS and makes any necessary changes, such as updating temporary Approving Official numbers.

8.4.2 Modifying the Approving Official Information

This procedure is used to implement changes to the Approving Officials information when necessary.


Approving Official Listing (BC603)
Procurement
NOAA Finance
Exit
Modify Approving Official
Run BC Statement
List Cardholders
Run AO Report
Record: 1/3

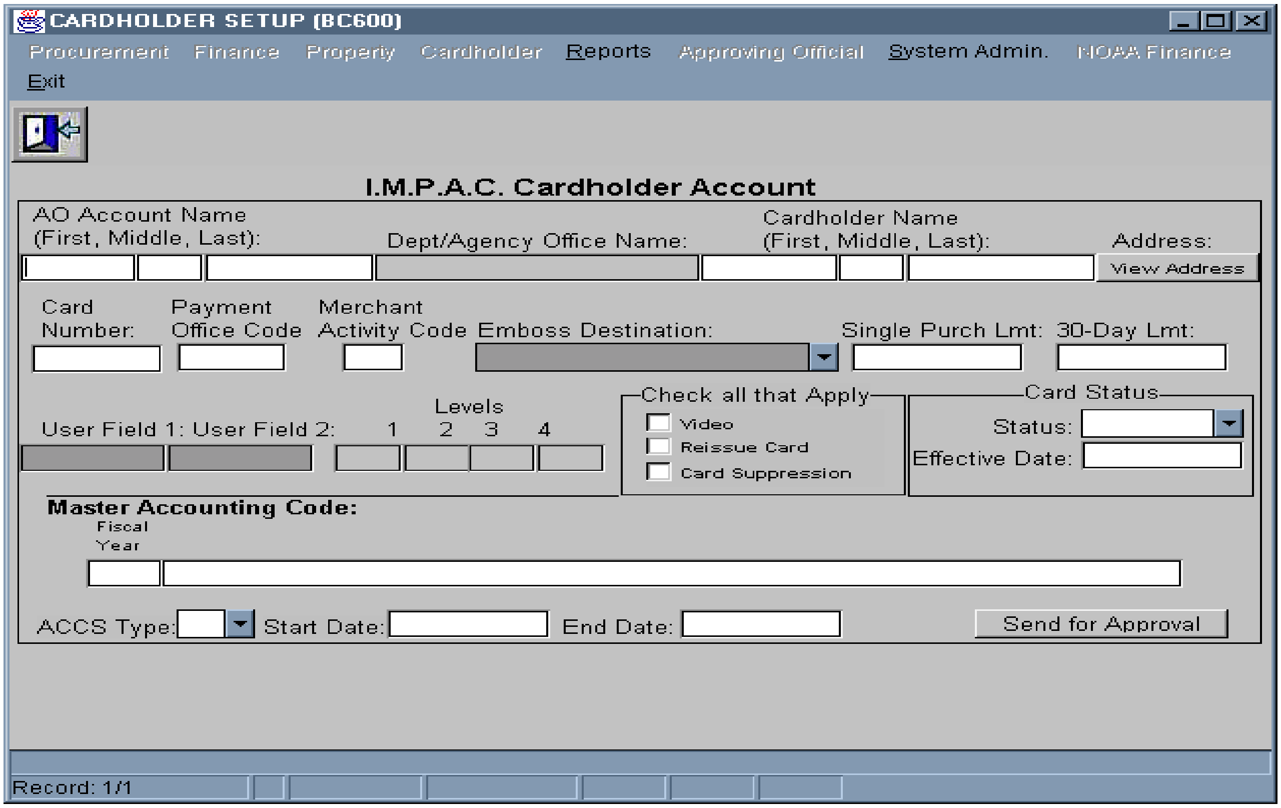
Approving Official	AO Number	Office Limit	Status
ANDERSEN, ANGIE	4486000090000000	175000	ACTIVE
GROW, MATHEW Z.	4486000090000001	110000	ACTIVE
NEWMAN, SCOTT	4486000090000002		ACTIVE

STEPS	ACTIONS
1.	Click on **Procurement** from the Main Menu. A drop-down box appears. Click on **Maintenance/Approving Official/ Modify AO** and the '*Approving Official Listing (*BC603)' window appears.
2.	Select the Approving Official from the pick list of all approving officials by double clicking on the desired name. **Note:** Query keys can be used to get to a name quickly. For example, click on the <Query> icon in the tool bar to enter a query. In the approving official column, type in *SMI*% and click on the third icon in the tool bar to execute thequery. All names beginning with *SMI* will appear.
3.	The '*Approving Official Set-up (BC 602*)' window appears.
4.	The Procurement Official can key changes as follows: **1**. **Address Change** Ask Administrative Office to correct addess **IF** it is wrong. Addresses are found in CFS tables, not in CPCS tables. **2. Approving Official Number Change** To change the temporary Approving Official number assigned by the CPCS, to the permanent number issued by the CBC: *Enter 5 digit AO card number perfaced by "000", as follows:* 00099999 (Level 4 will change automatically to match the last 5 numbers of the card number. All level changes are made to cardholder records of the Approving Official automatically.) **3. Name Change** Select new Approving Official name from the pick list. Double click on the field to display the list of the Approving Official names. The new Approving Official will keep the same Approving Official number.
5.	A message will be displayed: "Do you want to save the changes you have made?" Click on the "YES" button to accept the changes.
6.	Another message will be displayed: "FRM-40400:Transaction complete: 1 records applied and saved." Click on the "OK" button.
7.	Click on the <Exit> icon, and the '*Approving Official Listing (BC 603)'* window appears.

STEPS	ACTIONS
8.	From the '*Approving Official Listing (BC 603)*', you can view different aspects of the transactions: *Click on the '*List Cardholders'* button to view a list of cardholders assigned to the AO, *Click on the '*Run BC Statement*' button to run a monthly statement. Fill in AO name and the *from* and *to* dates and then to print the report, click on the "Run Report" button, or *Click on the '*Run AO Report*' to get a current report of all of the Approving Officials. Then, click on the <Print> button and "OK" to print the report.
9.	Click on the <Exit> icon to return to the Main Menu.

8.4.3 Creating a New Cardholder

This procedure gives the Procurement Officials the ability to issue new Cardholders. Cardholder names are read by CPCS from CFS. Therefore, employees not listed in CFS files can not be given cardholder accounts. Requests are made to Procurement, in writing, by the Approving Official.


CARDHOLDER SETUP (BC600)
Procurement
Finance
Property
Cardholder
Reports
Approving Official
System Admin.
NOAA Finance
Exit
I.M.P.A.C. Cardholder Account
AO Account Name (First, Middle, Last):
Dept/Agency Office Name:
Cardholder Name (First, Middle, Last):
Address:
View Address
Card Number:
Payment Office Code
Merchant Activity Code
Emboss Destination:
Single Purch Lmt:
30-Day Lmt:
User Field 1:
User Field 2:
Levels
1
2
3
4
Check all that Apply
☐ Video
☐ Reissue Card
☐ Card Suppression
Card Status
Status:
Effective Date:
Master Accounting Code:
Fiscal Year
ACCS Type:
Start Date:
End Date:
Send for Approval
Record: 1/1

Steps	Actions
1.	The Approving Official for the new Cardholder sends e-mail message to Procurement Offical in which they request issuance of a bankcard.
2.	The Procurement Official completes the government Purchase Card Set-up Form (Citibank form) and forwards the form to CBC.
3.	The Procurement Official clicks on **Procurement** from the Main Menu. A drop-down box appears. Click on **Maintenance/Cardholder/Create New Cardholder** and the '*Cardholder Set-up (BC 600)*' window opens.
4.	Double click in the Approving Official Name field to display a list of valid Approving Officials. The window displays Appoving Official names and Dept/Agency Office name. Select the Approving Official.

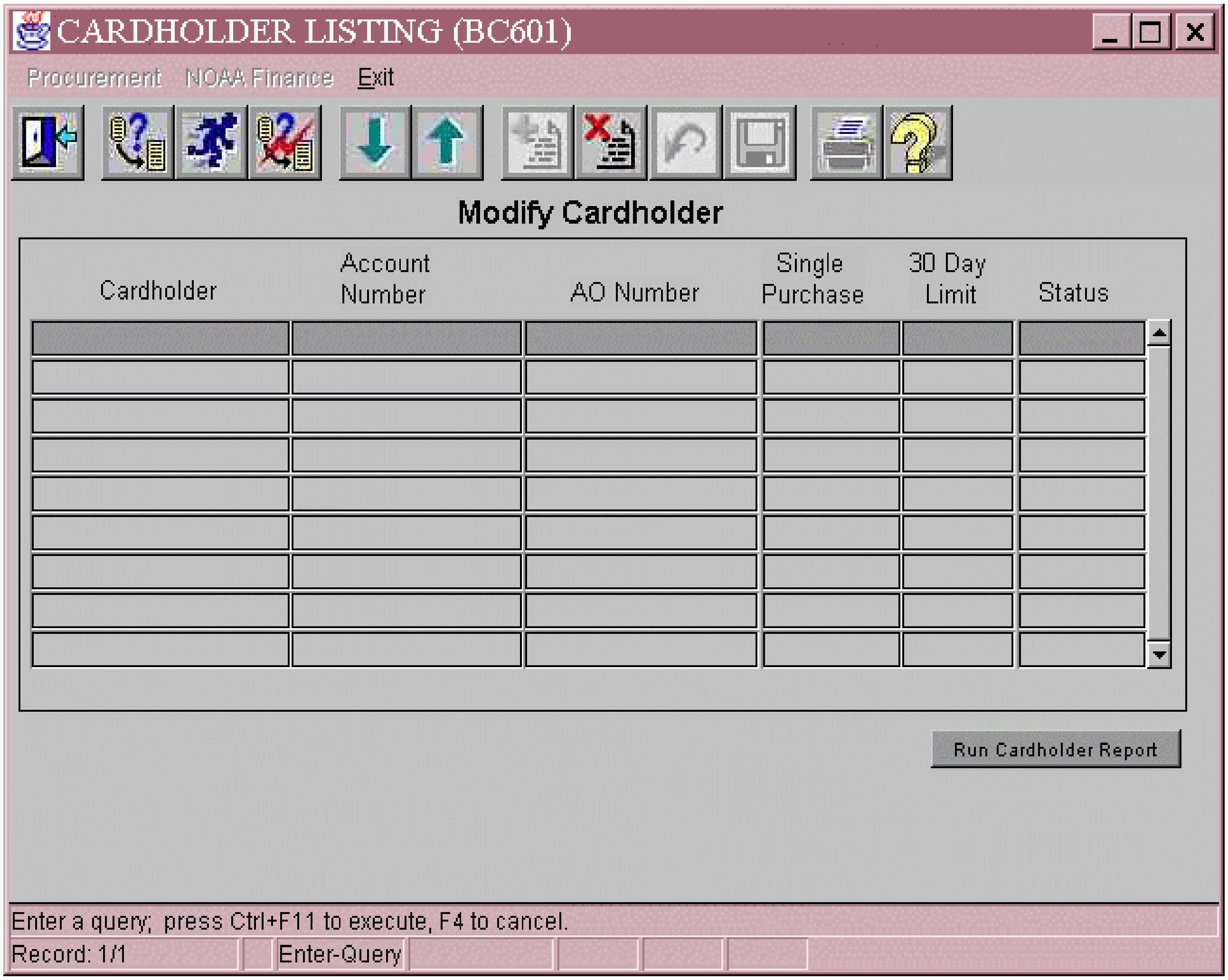
Steps	Actions
5.	Double click in the Cardholder Name field to display a list of valid Cardholders. Select the Cardholder name from the list. The widow displays the Cardholder's information.
6.	CPCS assigns a temporary Cardholder number which will start with "009."
7.	CPCS displays values for organizational **Levels 1-4** as follows: **Level 1**= 01300, the code for DOC **Level 2**= The Agency code **Level 3**= Value is based on the Finance Office the Cardholder belongs to **Level 4**= The Approving Official's number
8.	Click on "View Address" button to check Cardholder address. **Note**: Ask the Administrative Office to correct address **IF** it is wrong. Addresses are found in CFS tables, not in CPCS tables.
9.	Enter "000" for Merchant Activity Code.
10.	Double click on Single Purchase Limit field to display a list of values for a Single Purchase Limit. **Note**: The number must be a multiple of $50.00, but less than $100,000.00. If a limit is not specified, select the limit of $2,500.00. However, the Single Purchase Limit presently, at most, is $5,000.00.
11.	Enter a 30 Day Limit of $5,000.00 if no other limit is specified in the e-mail message from the Approving Official. **Note**: This number must be a multiple of $100.00, but less than $999,900.00 and can not be less than the Single Purchase Limit. However, the 30 Day Limit presently, at most, is $10,000.00 unless the Cardholder has a certificate of completion from the class in Simplified Acquisition Procedure. With such a certificate, the 30 Day Limit may be increased to $25,000.00.
12.	Enter any alphanumeric value into the free format User Field. **Note**: This is an optional field. The bank will print this value on the bankcard below the card number.
13.	Click in the "Check all that apply" field and select Card Suppression. **Note**: Use this field only to prevent the Cardholder from receiving the card. Other wise, disregard the field altogether when adding a Cardholder.

Steps	Actions
14.	CPCS sets the Card Status =ACTIVE. Enters Effective Date as today's date. **FYI:** **Status** — **Valid Date** Active — Not before current date Lost — Not after current date Stolen — Not after current date Suspended — Not before current date Canceled — Not before current date
15.	Enter the Fiscal Year and the ACCS screen appears. **Note:** This is the fiscal year in which the Cardholder receives the card.
16.	**IF** Project Code is incorrect, the Procurement Official should contact the Cardholder.
17.	Click on the Object Class field of the ACCS code and enter Object Class 26 19 00 00 (Office Supplies).
18.	Click the "Previous" button to save changes and return to '*Cardholder Set-up*' screen after modifying the ACCS code screen. **Note**: The Cardholder can change or add an additional ACCS code when they get access to the system.
19.	Select the ACCS type for each ACCS Code. Enter "D" for default, to make only one (1) ACCS code the default value. **Note:** The Cardholder can use more than one ACCS code, but only one can be the active, default code. Other valid values for this field include: B1, B2, or B3. Cardholders may enter any 2 alpha characters except for "C" and "ZZ."
20.	Enter the Start Date for each ACCS code. This is the date the Cardholder was made active.
21.	Enter the last day of the current fiscal year in End Date field.
22.	A message will be displayed: "Do you want to save the changes you have made?" Click the "YES" button to accept the changes.
23.	Another message will be displayed: "FRM-40400: Transaction complete: 1 records applied and saved. Click the "OK" button.
24.	Click on the <Exit> icon to return to the Main Menu.

8.4.4 Modify the Cardholder Information

This procedure allows the Procurement Official to make changes to the Cardholder account in response to written requests by the Approving Official. In most cases, the Procurement Official just opens the bankcard system and selects **Procurement/Maintenance/Cardholder/Modify Cardholder,** and then overwrites any field to change its current value.

This holds true when changing a temporary Cardholder Number assigned by CPCS, to the permanent number issued by the bank. However, to change the Cardholder number,when a card is lost or stolen, the existing account status must be deleted or closed and a new Cardholder account must be created.


CARDHOLDER LISTING (BC601)
Procurement
NOAA Finance
Exit
Modify Cardholder
Cardholder
Account Number
AO Number
Single Purchase
30 Day Limit
Status
Run Cardholder Report

Enter a query; press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 Enter-Query

STEP	ACTION
1.	Click on **Procurement** from the Main Menu. A drop down box appears. Click on **Maintenance/Cardholder/Modify Cardholder.** The '*Cardholder Listing* (*BC 601*)' screen appears.
2.	Select the desired Cardholder and double click on the name. The '*Cardholder Setup (BC 600)*' screen appears.
3.	The Procurement Official can key changes as follows: **1. Cardholder Number Change** Overwrites the Cardholder number to change temporary Cardholder numbers assigned by CPCS, to the permanent number issued by the CBC. **2. Address Change** Click on the "View Address" button to check cardholder address. **Note**: Addresses are found in CFS tables, not in the CPCS tables. **3. Limit Change** - Double click on the Single Purchase Limit field to display a list of values for a Single Purchase Limit. **Note**: The number must be a multiple of $50.00, but less than $100,000.00. If a limit is not specified, select the limit of $2,500.00. However, the Single Purchase Limit presently, at most, is $5,000.00. -Enter a 30 Day Limit of $5,000.00 if no other limit is specified in the e-mail message from Approving Official. **Note**: This number must be a multiple of $100.00, but less than $999,900.00 and can not be less than the Single Purchase Limit. However, the 30 Day Limit presently, at most, is $10,000.00 unless the Cardholder has a certificate of completion from the class in Simplified Acquisition Procedure. With this certificate, the 30 Day Limit may be increased to $25,000.00. **4. Status Change** Select Card Status= Active = Lost = Stolen = Suspended = Canceled

<table>
<tr><th>STEP</th><th>ACTION</th></tr>
<tr><td>3.</td><td>Continuation of Step 3

Enter Effective Date of new status as "DD-MMM-YYYY"
<table>
<tr><th><u>Status</u></th><th><u>Valid Date</u></th></tr>
<tr><td>Active</td><td>Not before current date</td></tr>
<tr><td>Lost</td><td>Not after current date</td></tr>
<tr><td>Stolen</td><td>Not after current date</td></tr>
<tr><td>Suspended</td><td>Not before current date</td></tr>
<tr><td>Canceled</td><td>Not before current date</td></tr>
</table>

5. Fiscal Year Change
Enter Fiscal Year. This is the fiscal year in which the Cardholder receives their card.</td></tr>
<tr><td>4.</td><td>After all or some of the above changes are made, CPCS displays the ACCS code screen. In this screen, the Procurement Official can make the following changes:

1. Project Code Change
Enters Project Code to describe source of funding for any Cardholder purchases.

2. Object Class Change
-Click on the Object Class field of the ACCS code, and enter new Object Class Code.

-Click the "Previous" button to save changes and return to '<i>Cardholder Setup</i>' screen.

Note: Cardholders can change or add a new ACCS code when they get access to the system.

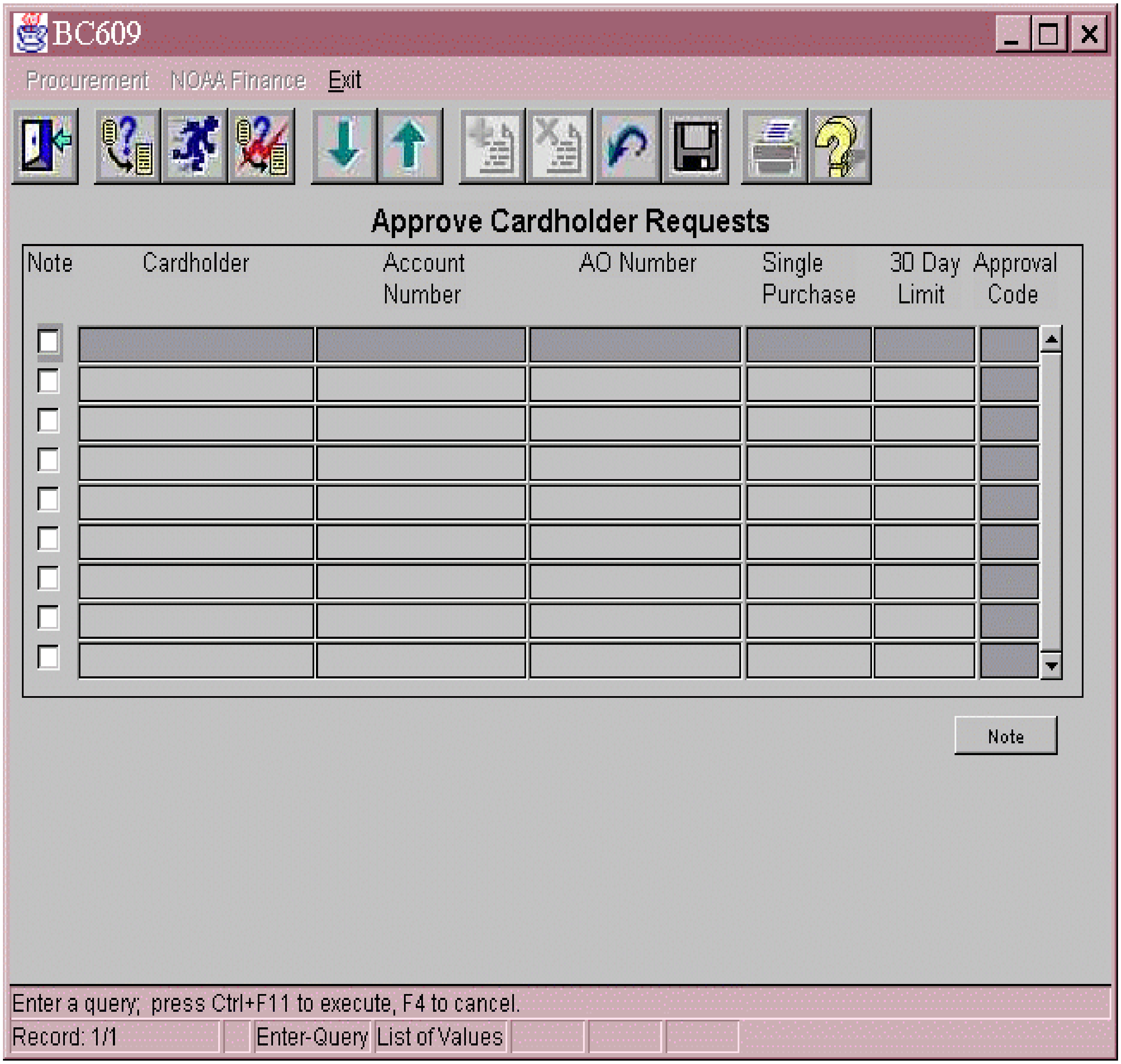
-Select ACCS Type from each ACCS code. One ACCS code should be set at a default value of "D."

Note: The Cardholder can use more than one ACCS code, but only one can be the active, default code. Other valid values for this field include: B1, B2, B3. Cardholder may enter any 2 alpha characters except for "C" and "ZZ".</td></tr>
</table>

STEP	ACTION
4.	**Step 4 continued** **3. Start Date Change** Enter Start Date for each ACCS code**.** This is the date the Cardholder is made active. **4. End Date Change** Enter last date of the current fiscal year in the *End Date* field. **Note:** After this date, no more Cardholder transactions will be accepted under this code. However**,** the Cardholder can extend the *End Date***.**
5.	The system will display the message: "Do you want to save the changes you have made?" Click on the "Yes" button to accept the changes.
6.	The system will display another message: "FRM-40400:Transaction complete:1 record applied and saved." Click on the "OK" button.
7.	Click on the <Exit> icon to exit the window.

8.4.5 Approving Cardholder Request

The '*Approving Cardholder (BC 609)*' window is used to send final approval for the issuance of a new Cardholder.


BC609
Procurement
NOAA Finance
Exit
Note

Approve Cardholder Requests

Note	Cardholder	Account Number	AO Number	Single Purchase	30 Day Limit	Approval Code
☐						
☐						
☐						
☐						
☐						
☐						
☐						
☐						
☐						

Enter a query; press Ctrl+F11 to execute, F4 to cancel.

Record: 1/1 Enter-Query List of Values

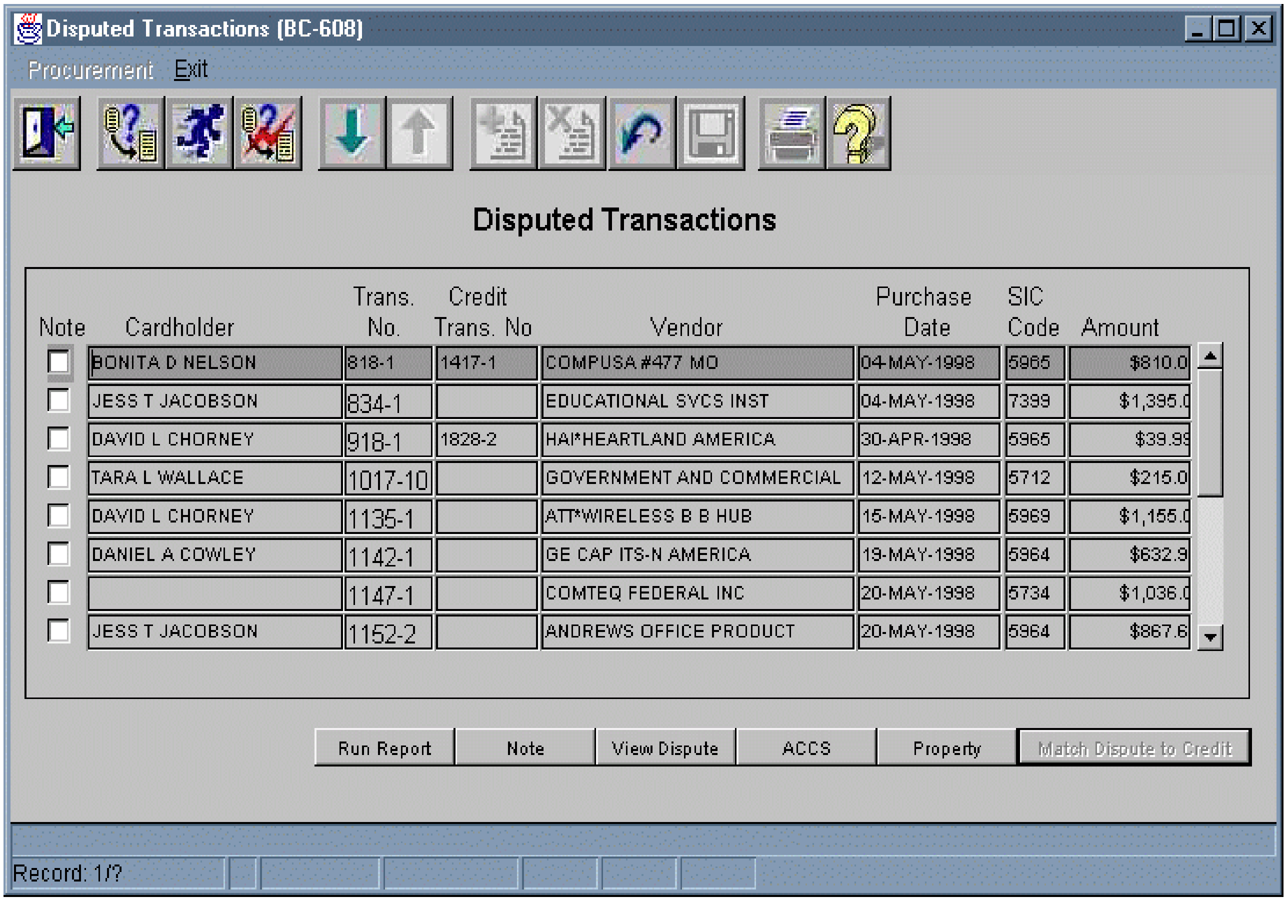
STEP	ACTION
1.	Click on **Procurement** from the Main Menu. A drop down box appears. Click on **Maintenance/Cardholder/Approve Cardholder.** The '*Approve Cardholder Request (BC 609)'* window appears.
2.	Double click to select the Cardholder name from the pick list and the '*Cardholder Setup (BC 600)'* window opens for review.
3.	Click on the <Exit> icon to return to the '*Approve Cardholder Request (BC 609)*' window.
4.	If the selected Cardholder meets the approval process, place a "Y" for approval or and "N" for nonapproval in the Approval Code field.
5.	Click on the <Exit> icon and a pop-up screen appears with the following message: "Do you want to save the changes you have made?" Click on the "YES" button to accept the change.
6.	Another pop-up window appears with this message: "FRM-40406: Transaction complete: 1 record applied, all records saved." Click on the "OK" button.
7.	The Main Menu appears.

IX. VIEWING DISPUTES

9.1 Introduction This procedure is used for Viewing Disputed Transactions, Notes, Questioned Item Forms, ACCS and Property information.

9.2 Who uses the Procedure Users are Procurement Officials and CBC

9.3 Windows used in Viewing Disputes The windows used in this procedure are:
-*Disputed Transactions (BC 608)*
-*Review all Notes (BC 623)*
-*Run Report*
-*View Dispute (BC 605)*
-*ACCS (BC 606)*
-*Accountable Property (BC 626)*


Disputed Transactions (BC-608)
Procurement
Exit
Run Report
Note
View Dispute
ACCS
Property
Match Dispute to Credit
Record: 1/?

Disputed Transactions

Note	Cardholder	Trans. No.	Credit Trans. No	Vendor	Purchase Date	SIC Code	Amount
☐	BONITA D NELSON	818-1	1417-1	COMPUSA #477 MO	04-MAY-1998	5965	$810.0
☐	JESS T JACOBSON	834-1		EDUCATIONAL SVCS INST	04-MAY-1998	7399	$1,395.
☐	DAVID L CHORNEY	918-1	1828-2	HAI*HEARTLAND AMERICA	30-APR-1998	5965	$39.9
☐	TARA L WALLACE	1017-10		GOVERNMENT AND COMMERCIAL	12-MAY-1998	5712	$215.0
☐	DAVID L CHORNEY	1135-1		ATT*WIRELESS B B HUB	15-MAY-1998	5969	$1,155.
☐	DANIEL A COWLEY	1142-1		GE CAP ITS-N AMERICA	19-MAY-1998	5964	$632.9
☐		1147-1		COMTEQ FEDERAL INC	20-MAY-1998	5734	$1,036.
☐	JESS T JACOBSON	1152-2		ANDREWS OFFICE PRODUCT	20-MAY-1998	5964	$867.6

9.4 Viewing Disputes Process

STEPS	ACTION
1.	Click on **Procurement** from the Main Menu. A drop-down box appears. Click on**View Disputes**. The '*Disputed Transaction (BC-608*)' window appears.
2.	Click on the transaction to be viewed.
3.	Click on the appropriate button to view different aspects of a disputed transaction. • Click on the "Run Report" button to run reports. See Procedure, "Printing and/or Running Reports." • Click on the "Notes" button to add a note. The '*Review All Notes (BC-623*)' window appears. See Procedure "Adding and Reviewing Notes." • Click on the "View Disputes" button to view the reasons for the dispute. The '*Questioned Items (BC-605*)' window appears. • Click on the "ACCS" button to view ACCS information. The '*ACCS* (*BC-606)*' window appears. • Click on the "Property" button to view accountable property information. The '*Accountable Property (BC-626)*' window appears.
4.	Click on the <EXIT> icon to return to the Main Menu.

X. TRACKING CARDHOLDER TRANSACTIONS

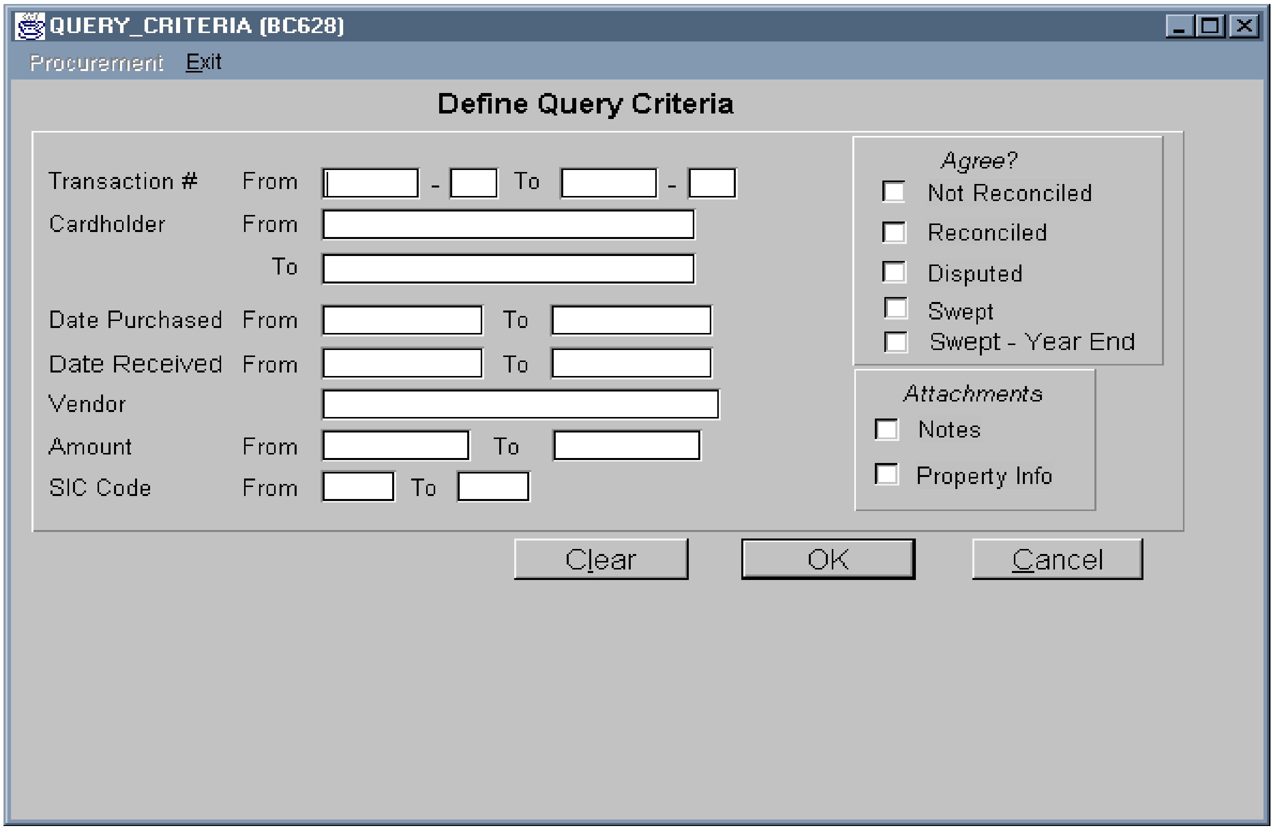
10.1 Introduction This procedure is used to track transactions through the approval process.

10.2 Who Uses the Procedure Users are Procurement Officials

10.3 Windows Used In Tracking Cardholder Transactions Windows used in this procedure are:

- *Track Cardholder Transactions (BC 628)*
- *Query_Criteria (BC 628)*
- *Notes (BC 623)*
- *ACCS (BC 606)*
- *Accountable Property (BC 626)*
- *CPCS Tracking*

‘Define Query Criteria’ Window


QUERY_CRITERIA (BC628)
Procurement
Exit
Define Query Criteria
Transaction #
From
To
Cardholder
From
To
Date Purchased
From
To
Date Received
From
To
Vendor
Amount
From
To
SIC Code
From
To
Agree?
☐ Not Reconciled
☐ Reconciled
☐ Disputed
☐ Swept
☐ Swept - Year End
Attachments
☐ Notes
☐ Property Info
Clear
OK
Cancel

10.4 Tracking Cardholder Transaction Process

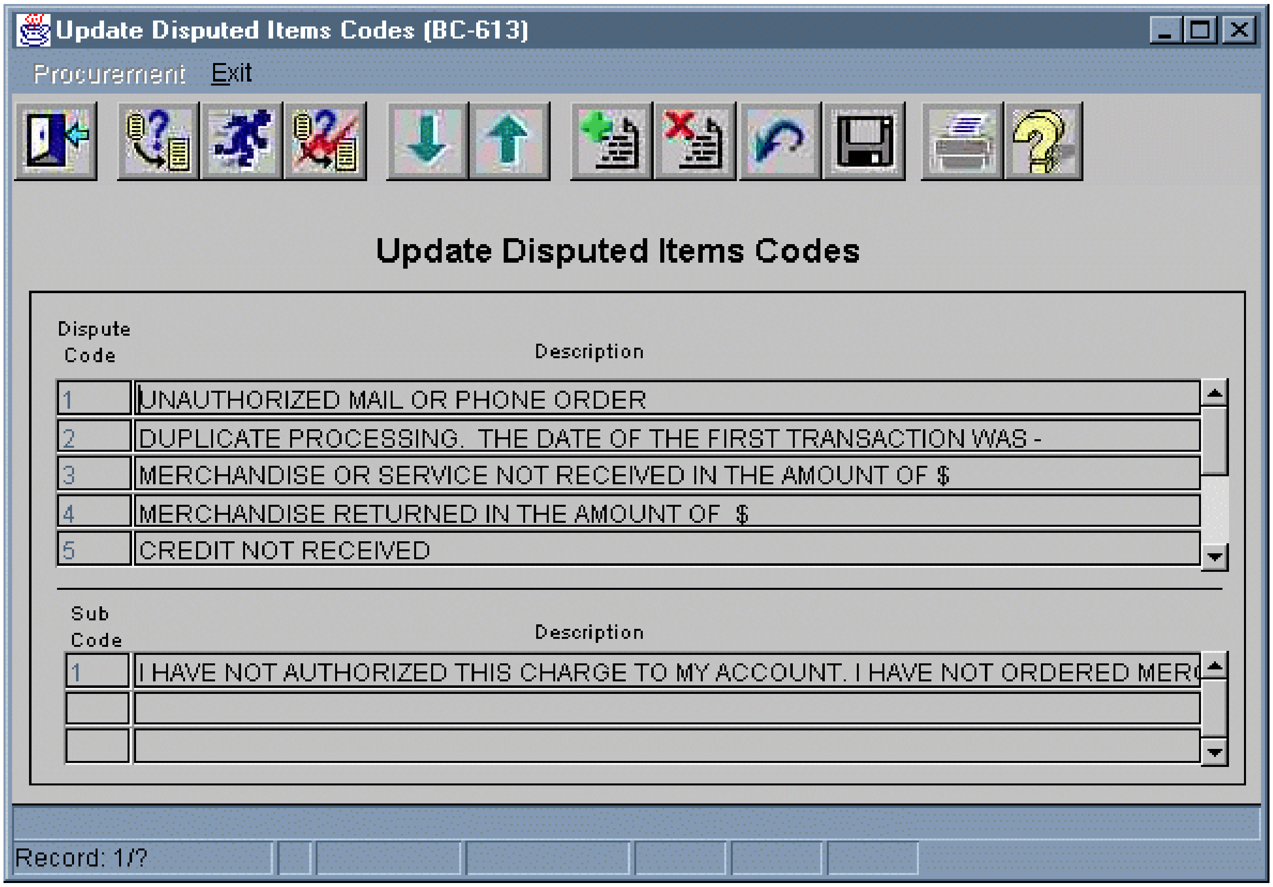
STEPS	ACTION
1.	Click on **Procurement** from the Main Menu. A drop-down box appears. Click on **Track Cardholder Transactions**. The 'Define Query Criteria (BC-628)' window appears. If no criteria are entered and the "OK" button is clicked, the system will display all of the Cardholder's transactions.
2.	Select one or more of the following fields to query on: * *TRANSACTION #* * *CARDHOLDER (NAME)* * *DATE PURCHASED* * *DATE RECEIVED* * *VENDOR* * *AMOUNT* * *SIC CODE* * *AGREE? (BOX)* * *ATTACHMENTS (BOX)*
3.	Query the *TRANSACTION #* range field by clicking on the first *FROM* box and typing the Statement Number, then clicking on the second *FROM* box and type in the Item Number. Next click on the first *TO* box and type the Statement Number, then click on the second *TO* box and type in the Item Number, e.g., *FROM* 997-1 *TO* 997-5. **NOTE:** The Transaction Number includes the Statement Number plus the Item Number. The lower Transaction Number must be entered first.
4.	Query the *CARDHOLDER FROM* field by entering the cardholder's name, e.g., %SMITH when searching for BLACKSMITH. **NOTE:** Wildcards, "%" and "_", can be used. The "%" wildcard placed before the entered value, e.g., %taples, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %taples can result in both Staples and Potaples being displayed. The "%" wildcard can also be used after the entered value. An underscore, "_" matches exactly one character; e.g., searching on t_p can result in top and tap being displayed.

STEPS	ACTION
4.	**Step 4 continued** **NOTE:** The *CARDHOLDER FROM* field is used only by Approvers, Procurement staff, and others who have the authority to view transactions created by many cardholders. In such cases, the alphabetically lower name should be entered in the *CARDHOLDER FROM* field and the alphabetically higher name in the *CARDHOLDER TO* field.
5.	Query the *DATE PURCHASED* range field by clicking on the *FROM* box and typing in the earliest date in the query range. Next click on the *TO* box and type the latest date in the query range, e.g., *FROM:* 03-JAN-2000 *TO*: 03-FEB-2000.
6.	Query the *DATE RECEIVED* range field by clicking on the *FROM* box and typing in the earliest date in the query range. Next click on the *TO* box and type the latest date in the query range, e.g., *FROM:* 03-FEB-2000 *TO*: 03-MAR-2000.
7.	Query the *VENDOR* field by entering the vendor's name. **NOTE:** Wildcards can be used in this field, too.
8.	Query the *AMOUNT* field by clicking on the *FROM* box and typing in the lowest amount in the query range. Next click on the *TO* box and type the highest amount in the query range, e.g., *FROM:* $35.00 *TO*: $200.00.
9.	Query the *SIC* field by clicking on the *FROM* box and typing in the lowest SIC number in the query range. Next click on the *TO* box and type the highest SIC number in the query range.
10.	Query the *AGREE?* field and select one or more transaction types, e.g., Not Reconciled, Reconciled, Disputed and Swept.
11.	Query the *ATTACHMENTS* field and select one or both transaction type(s); e.g., Notes and Property.
12.	Click on the "OK" button to view the transactions which satisfy the criteria. The 'Track Cardholder Transaction (BC-628)' window appears with the selected transactions.
13.	Click on the <Exit> icon to return to the Main Menu.

XI. UPDATE CODES

11.1	**Introduction**	The use of this procedure is to maintain and update the codes pertaining to disputed items and to regulate the single purchase codes and amounts.
11.2	**Who uses the Procedure**	Users are CBC Officials.
11.3	**Windows used in Update Codes**	The windows used in this procedure are: -*Update Disputed Items Codes (BC 613*) -*Update Single Purchase Codes (BC 624*)

11.4 Update Dispute Codes



Update Disputed Items Codes

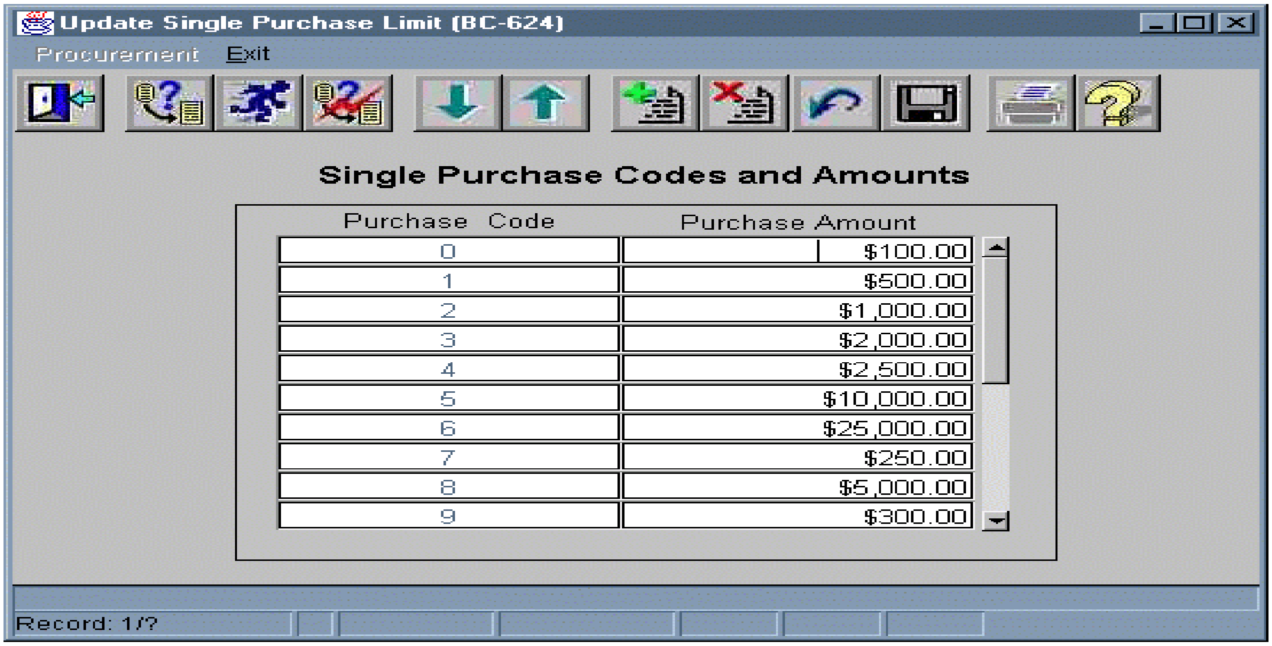
Dispute Code	Description
1	UNAUTHORIZED MAIL OR PHONE ORDER
2	DUPLICATE PROCESSING. THE DATE OF THE FIRST TRANSACTION WAS -
3	MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF $
4	MERCHANDISE RETURNED IN THE AMOUNT OF $
5	CREDIT NOT RECEIVED

Sub Code	Description
1	I HAVE NOT AUTHORIZED THIS CHARGE TO MY ACCOUNT. I HAVE NOT ORDERED MER

Record: 1/?

STEPS	ACTION
1.	Click on **Procurement** from the Main Menu. A drop down box appears. Click on **Update Codes/Update Dispute Codes**. The '*Update Disputed Items Codes (BC 613)'* window appears and a list of all the codes and sub codes autopopulate.
2.	Double-click on the Dispute Code Description field or the Sub Code Description field and the editor pop-up screen appears. You can "Search" on a string of words in order to create a replacement phrase or word. You can accept the description the way it is by clicking on the "OK" button, or you can click on the "Cancel" button to exit the pop-up screen.
3.	Adding a new dispute code: -Click on the <Create Record> icon and this will insert a blank space for the insertion of a new code description. Enter information in the Dispute Code Description field and click on the <Save> icon and a message will be displayed in the message window that says: "FRM-40400:Transaction complete: 1 records applied and saved."
4.	Click on the <Exit> icon and the Main Menu appears.

11.5 Update Single Purchase Codes



Single Purchase Codes and Amounts

Purchase Code	Purchase Amount
0	$100.00
1	$500.00
2	$1,000.00
3	$2,000.00
4	$2,500.00
5	$10,000.00
6	$25,000.00
7	$250.00
8	$5,000.00
9	$300.00

STEPS	ACTION
1.	Click on **Procurement** from the Main Menu. A drop down box appears. Click on **Update Codes/Update Single Purchase Codes**. The '*Update Single Purchase Limit (BC 624)*' window appears.
2.	The Single Purchase Codes and Purchase Amounts autopopulate.
3.	To change a Purchase Amount, highlight the amount to be changed and use the Delete key, on the keyboard, to erase the incorrect amount. Type in the correct amount and click on the <Save> icon. A system message appears: "FRM-40400: Transaction complete: 1 record applied and saved."
4.	To enter a new record, place your cursor in the last Purchase Amount field and click on the <Create Record> icon. A blank field will be created.
5.	The Purchase Code field is self populated, but an amount in the increment of $50.00 must be entered in the Purchase Amount field.
6.	Click on the <Save> icon and a system message appears: "FRM-40400: Transaction complete: 1 record applied and saved."
7.	Click on the <Exit> icon to return to the Main Menu.

XII. Creating and Printing Reports

12.1 Introduction These procedures are used to print and run reports in either the Client-Server or the Web version.

NOTE: Printing transactions from the screen is not yet possible in the Web version.

12.2 Who uses the Procedure Users are Procurement Officials.

STEPS	ACTION
1.	Do one of the following: • On Client-Server, to print the transactions on the screen, go to step 2. • On Client Server or the Web, to print a report, go to step 7. **NOTE:** On the Web version, The <PRINT> icon does not work.
2.	Click on the <PRINT> icon on the toolbar at the top of the window. The 'Page Setup' window appears.
3.	Click on the "OK" button. The 'Print' window appears.
4.	Click on the "OK" button. A pop-up appears: "Print capture beginning. Don't move or occlude window until done." Click on the "OK" button. **NOTE:** The system will then generate a report that includes transactions with Order Dates on and between your beginning and ending dates.
5.	When printing is complete, a pop-up appears, "Print capture complete." Click the "OK" button.
6.	Click on the <EXIT> icon to return to the Main Menu.
7.	To run a report on Client-Server or the Web, click on the "Run Report" button at the bottom of the screen. The 'Questioned Items Report (BC-705)' window appears. Do one of the following: • To print a report on Client-Server, go to Step 8. • To print a report on the Web, go to Step 12.

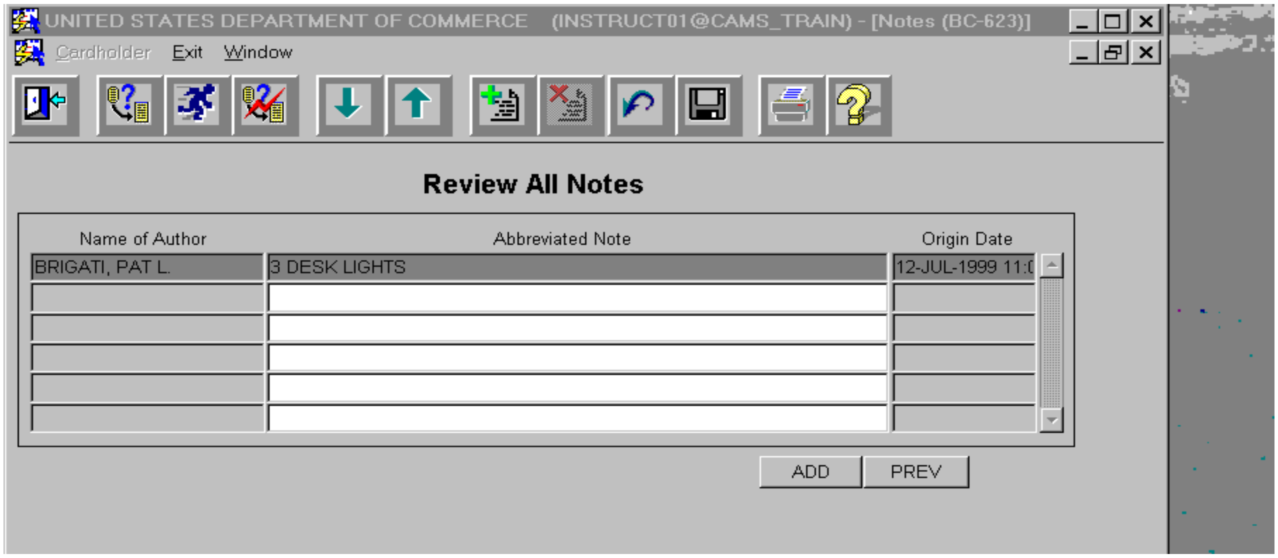
STEPS	ACTION
8.	Click on the “Print” button. The ‘Print’ window appears
9.	Click on the “OK” button. The report will print.
10.	Click on the “Close” button to return to the open window.
11.	Click on the < EXIT > icon to return to the Main Menu
12.	Click on the “Print” button. A print window appears
13.	Click on the “OK” button.
14.	Depending upon your system, do one of the following to exit. • (**WEB**) Click on FILE. An empty window appears. Click on the open window button at the bottom of the screen. The open window appears. Click on the < EXIT > icon to return to the Main Menu. • (**Client-Server**) Click on FILE. A drop-down box appears. Click on the “Close” button and return to the open window. Click on the < EXIT > icon to return to the Main Menu.

XII. Adding and Reviewing Notes

Adding notes is an optional feature. Once a note has been saved, it cannot be deleted or edited. However, new notes may be added.

Add a note to a transaction as a message for yourself or to an Approver. View a note as a reminder of important information.

‘Review All Notes (BC-623)’ Window


UNITED STATES DEPARTMENT OF COMMERCE (INSTRUCT01@CAMS_TRAIN) - [Notes (BC-623)]
Cardholder
Exit
Window
Review All Notes
ADD
PREV

Name of Author	Abbreviated Note	Origin Date
BRIGATI, PAT L.	3 DESK LIGHTS	12-JUL-1999 11:

STEPS	ACTION
1.	Click on a transaction to view or write a note. Click on the “Note” button at the bottom of the window and the ‘Review All Notes (BC-623)’ window appears. **NOTE:** A “√” in the *NOTE* field in the ‘*View Cardholder Transactions (BC-604)*’ window means that at least one note is attached to the transaction.
2.	To add a note, click on the "Add" button and insert your message.
3.	After reviewing or adding a note, click on the "Previous" button to return to the open window.
4.	Click on the <Exit> icon to return to the Main Menu.

XIV. Glossary

Accountable Property - is any personal property, tangible or intangible, (see definition of property) that is classified as sensitive or that has an original total acquisition cost of $5,000 or more.

Accounting Classification Code Structure (ACCS) - Accounts to which accounting transactions are charged. The ACCS consists of the following elements: Bureau, Fiscal Year, Project, Task, Fund Code, Program, Organization, Object Class and User Defined (for future use). Users, however, are only responsible for keying in the following elements of the code: Fiscal Year, Project, Task, Organization Code and Object Class. All of the other elements are derived and automatically populated by the system.

Commerce BankCard Center (CBC) - provides the Department of Commerce with the day-to- day operation and administration of the Commerce Purchase Card program.

Mandatory Sensitive Personal Items - includes firearms, digital cameras, video cameras, televisions, photocopy machines, multi-purpose fax/printer/copy machines, facsimile machines, and video cassette payers and recorders. Also included are automatic data processing equipment, which includes personal computer systems (desktop and tower), laptop, notebook, hand-held computing devices, external modems, external disk drives including CD and DVD drives, all external printers (other than label printers), desktop and floor stand plotters, desktop and hand-held scanners, graphic tablets, and global positioning satellite receivers. Other items can be added and the list can be revised.

Property - is anything that may be legally owned.

- Real property is land and improvements to the land such as buildings and structures. Property that becomes an integral part of a building such as heating and air conditioning units is also considered to be real property.
- Personal property is anything tangible that is not real property other than records of the Federal government, naval vessels, cruisers, aircraft carriers, destroyers, and submarines (FPMR 101-43.001-23).
- Intellectual property is intangible property such as a copyright, trade secret or a patent.
- Financial property is an instrument such as a stock or bond.

Query - A search for information.

Reconciling - The process whereby cardholders review purchase card transactions daily and record accounting, procurement, and property information. The cardholder will reconcile the transaction by marking it with an “R” for reconciled or “D” for dispute. The reconciliation process also includes reconciling a credit with and without a disputed transaction and swept transactions.

Sole Source Justification - A statement indicating why the buyer purchased the item from a particular vendor without getting bids. This is necessary only when purchasing non-furniture items priced at $2,500 or greater. This rule also pertains to GSA-scheduled items.

Swept (Sweep) - A transaction will be swept by the system if: 1) the cardholder has not reconciled it within approximately 22 calendar days after the Commerce Department received the transaction from the bank or 2) the cardholder has reconciled it, but the cardholder's supervisor has not yet approved the transaction within approximately 22 calendar days after the Commerce Department received the transaction from the bank. A special Sweep may also be run at fiscal year-end to ensure that year-end obligations are recorded for all appropriate bankcard transactions.

The sweeping process places these transactions into the Core Financial System (CFS) for payment. The transactions are charged to the default ACCS unless the cardholder specifies a different ACCS (even if the transaction is waiting for the approval of the cardholder's supervisor).

The cardholder still must reconcile swept transactions (they appear in the 'Reconcile Transaction (BC-605)' window as an "S"). The user may add accountable property information, charge the transaction to another ACCS, and add notes. A new ACCS and other changes made after a transaction has been swept won't take effect until the cardholder's supervisor approves the transaction. The cardholder's supervisor must approve the transaction whether or not any changes are made.